



One Team, One Goal: Student Success

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GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES

To be reviewed and signed by Volunteer/Chaperone

Thank you for your support!

Cobb County Schools (CCSD) believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you for giving your time and attention to these guidelines which provide information about volunteering as a field trip chaperone. **Chaperones are strongly encouraged to add umbrella insurance to their existing insurance policy.**

The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities.

Becoming a Volunteer Field Trip Chaperone

Student safety is a paramount concern. Georgia State law requires CCSD to conduct a criminal record background check of school volunteers.

The CCSD also requires that volunteer chaperones must be at least 21 years old.

Guidelines for Volunteer Chaperones

Any expectations for chaperoning students and any emergency procedures provided by supervising staff must be followed.

We have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines please contact the supervising staff member or the building principal/program manager.

1. All school rules apply at CCSD-sponsored events. Chaperones are expected to comply with CCSD policies, follow the directions given by CCSD's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with CCSD policy during CCSD sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol.
 - may not use tobacco in the presence of or in the sight of students.
 - may not possess any weapon.
 - may not administer any medications (prescription or nonprescription) to students unless the chaperone is a Cobb County School district employee.
3. Students must be supervised at all times while at CCSD-sponsored events. As a chaperone, you may supervise a small group of students, helping them learn and making sure they behave appropriately. Best practice is to utilize the buddy system with students under your care, to account for all participants regularly and before changing activities, and to know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, mindful of safety concerns, and responsive to students' needs.

4. Chaperones will receive and must maintain a roster/class list of all students to which they are assigned. This list will include parent/emergency contact information. Report any illness/any major or continued infractions to the teacher sponsor as soon as possible.
 5. Monitoring student behavior is your responsibility. School rules related to student behavior apply.
 6. Chaperones should follow the designated itinerary.
 7. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
 8. Chaperones should not be alone in an enclosed area with any student who is not their own child.
 9. Family members or friends of a chaperone may not participate in a CCSD-sponsored field trip or event unless prior approval has been obtained from the supervising staff member.
 10. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or during school activities. If you take photos, verify that the students you photograph do not have photo restrictions. Do not post photos of students on your personal social media.
 11. Chaperones are mandated reporters in accordance with GA Code § 19-7-5.
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In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

I acknowledge that I have received a copy of the “Guidelines for Volunteer Field Trip Chaperones,” have read these guidelines, and agree to comply with the guidelines as a school volunteer. I acknowledge that CCSD will use IdentAkid to perform a background check necessary for me to be a chaperone.

Printed Name

Volunteer Signature

Date

Student Name: _____ Grade: _____ Teacher: _____

Overnight Trips

Responsibilities for overnight trips are the same as those previously outlined, including the following:

1. Chaperones must attend a detailed briefing prior to the trip.
2. Chaperones are encouraged to add an umbrella policy to their existing insurance.
3. Chaperones must assume 24-hour responsibility for students from the time they leave the district until the time they are released to their parents.
4. Chaperones will be assigned responsibility for a specific room(s) and /or floor area within the designated lodging area (i.e., hotel, motel campground, etc.).
5. Chaperones may not retire until all students are in their rooms, all visiting between rooms has ceased, and the chaperones are certain that students are secure and safe in their respective rooms.
6. No chaperone may sleep/lodge in a room with a student unless the chaperone is the student's parent or legal guardian.
7. Students are not permitted to have visitors who are not a member of the district-sponsored group. Students must be in their assigned rooms from the time that curfew begins until their chaperones give permission to leave the rooms.
8. Chaperones should not bathe or be in a state of undress with students under any circumstance.
9. Chaperones are expected to assist with supervising students in the hallways, lobby, and recreational areas of the designated lodging area. No student shall engage in water activities such as swimming and diving unless they are participating in a GHSA sanctioned event.
10. Chaperones will be housed in the most efficient manner as possible.
11. If a student is ill and unable to participate in planned activities, at least one chaperone must stay at a designated lodging area with the student. Students should not be left alone in a designated lodging area. Chaperones should not be alone with a student in the room; however, the chaperone should be available.
12. District staff must secure lodging in the same designated lodging area as the students and chaperones.